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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

3 November 1971

1. Present were:

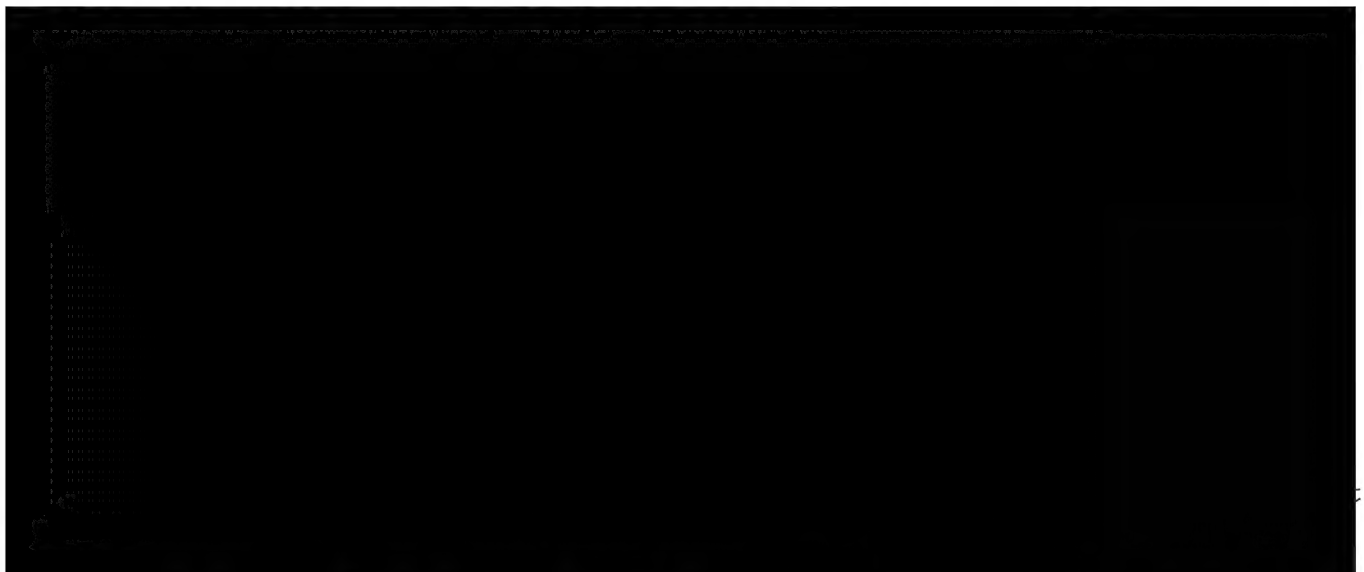


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2. No regular DD/P Staff Meeting.

3. Items of interest from the DD/S Staff Meeting.

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c. 24th Annual Arthur S. Flemming Award. [REDACTED] distributed a hand-out concerning the subject award, being administered by the District of Columbia Jaycees. Nominations for the award, now open to both men and women, will close on 30 November. Nominees must be younger than age 40 as of 1 Jan. 1972.

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d. Christmas Season Activities. Mr. Coffey encouraged support of charitable programs at Christmas time. Some components have made donations to charity instead of exchanging cards with office associates. This is encouraged and again this year gifts left at the Christmas tree in the Headquarters lobby will be distributed to charity. An Agency Bulletin on the latter subject will be issued. at the proper time. [REDACTED] has again volunteered to chair this effort.

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e. Flu Shots. Dr. Tietjen noted that the flu shot program went well. The official count was 3,751 shots given. No side effects have been reported.

f. High Standards of Productivity. At the morning meeting on 28 October Mr. Colby mentioned that the notice on the grade and salary restrictions was now ready for publication. The Director brought up one point made in the [REDACTED] - the need for high standards of productivity and the consequences of not achieving this. He pointed out that given a smaller number of people and dollars we had to find new and better ways to do our jobs. He noted that we probably could eliminate some papers and we could improve some of our procedures and thus become more productive and more efficient. He used the analogy to the requirement upon U.S. business, given the state and various elements of economy, to find ways to be more productive. He noted specifically a pair of examples in the telephone system. First is the so-called Snip and Take arrangement under which the companies expect to save many millions of dollars in installation costs. The other is the change in procedures in assembly of small system directories. This change gives the total responsibility for the assembly of full volume to a single person rather than having a production line on which the individual workers are given a limited and single operation to perform. Under the latter which had been the procedure, absenteeism has been quite high and therefore costly whereas in the changed procedure the absenteeism has dropped drastically. The Director came back to the idea of routing too much paper, the number of reports that we produce, and the requirement for us to find better and more efficient ways to do our business.

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4. Other items of interest.

a. Component Segments of the Position Control Register. Thanks to a suggestion by [REDACTED], we recommended and DD/P approved a modification of the system for handling your copies of the PCR. We have given you a copy of the approval. [REDACTED] who is Chief of the Statistical Reporting Branch, OP will now prepare a new memorandum to be signed by Mr. Karamessines which monthly transmits your segment of the PCR to you. As you notice the change in the procedure is that your authorized custodian will now destroy the copies of the PCR rather than returning them to the Chamber of Commerce building for destruction. This change is effective immediately and Charlie will send with the 31 October 71 PCR the revised certificate of destruction which is part of the access list.

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c. Mail, Courier and Logging Services. We have given you a copy of the approval by Howard Osborn for the SSA Registry to be substituted for the Receipt and Delivery Section, ISD in logging administrative type documents which come from you to our office and which may need to be referred to the other components of the Agency.

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